

## **EVENT APPROVAL DEADLINE REMINDER & LATE FEE GUIDELINES**

Show Rules and Regulations. G. EVENT APPROVAL.

(3) Official NRHA event approval forms must be submitted to the NRHA office by the deadline as follows:

<u>Level of Event</u>	<u>Event Approval deadline</u>
AA, A	Not less than ninety (90) days prior to the entry closing date
B, BB & Top Ten Events	Not less than sixty (60) days prior to the first day of the show
C & D	Not less than thirty (30) days prior to the entry closing date

Any changes made to information on a submitted event approval form must be done in a timely manner. It is at the NRHA's discretion as to whether the changes can be accepted. Any event approval form received in the NRHA office after the required deadline, or a form that is not completed in full, may be subject to a late fee. Any changes to added money, entry fees, or retainage fees for classes that count toward NRHA Top Ten standings must be submitted 60 days prior to the event's entry closing date.

### **LATE FEE GUIDELINES**

#### **Late Approvals –**

<u>Event Level</u>	<u>Deadline</u>	<u>Late Fee if received:</u>
AA, A	90 days prior to event	After deadline or Incomplete*
BB, B, Top Ten	60 days prior to event	After deadline or Incomplete*
C & D	30 days prior to event	After deadline or Incomplete*

*Events submitted less than 30 days prior to the event may not be approved.*

\* An approval will be considered incomplete if it is missing any fees, added money, classes, slates, trophy orders or payment information. Judges, secretary, steward(s), videographer can be submitted later, but the event will be marked Tentative until these are provided.

#### **Late Changes –**

The chart below outlines the following timeframes for when changes can be made to submitted event approvals:

- 1). Changes will be accepted, without a late fee, if made during proofing period. This proofing period will be communicated to the person submitting the approval with a deadline to review and submit changes.
- 2). Changes will not be allowed 30 days after the event's approval deadline. Changes can be made less than 60 days prior to the event, but the event will lose Top Ten status for all classes\*\*.

*Examples of changes: Adding classes, adding slates, adding/changing trophies, changing aged event conditions, etc. (Changes to patterns, officials and management can be made as needed without fine if communicated in advance.)*

	<u>1). Changes allowed with Late Fee:</u>	<u>2). No changes allowed:</u>
AA, A	Up to 60 days prior to event	Less than 60 days prior to event
BB, B, Top Ten	Up to 30 days prior to event <i>(Changes less than 60 days = loss of Top Ten status**)</i>	Less than 30 days prior to event
C & D	Up to 30 days prior to event	Less than 30 days prior to event

Please note, changes to trophies sooner than 45 days prior to the event can be very difficult to guarantee. For these orders, events should provide an address that will accommodate if trophies cannot arrive in time for the event. 10/2022